Fermilab

Computing Sector

Project Charter

"CAS Improvement 2015"

Version 1.1

2015-03-17

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PREPARED BY:

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CONCURRENCES:

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Project Sponsor		CIO	

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Charter Revision Log

Revision	Description	Effective Date
1.1	Reduce CCD effort budget	2015-03-17

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1. Background and Project Purpose

This project is the vehicle for organizing improvement efforts for the Contractor Assurance System (CAS). CAS is a system of internal oversight that cuts across the entire laboratory.

Most of the project objectives are derived from the reviews of our CAS conducted by the FRA Board of Directors in the late summers of 2013 and 2014, and the Notable Outcomes in the FY2015 Performance Evaluation and Measurement Plan (PEMP). Others come from a CAS roadmap and "End State" document drawn up in 2012.

2. Project Scope

Like the 2014 CAS Improvement Project, the scope of the 2015 project includes each Management System (MS). However, we will concentrate on four of them with a higher priority: Governance, Planning & Performance, Project, and Procurement. We will also develop at least two supporting tools: structured storage of Laboratory policies and an integrated Risk Register or Risk Management system.

3. Project Objectives

The objectives for CAS improvement in 2015 are as follows.

By the end of the fiscal year or the (as yet unknown) date of the FRA review of CAS:

1. Advance four of the highest-priority MSs, Governance, Planning & Performance, Project, and Procurement, to full maturity such that the assurance tools are in active use for managing laboratory performance and compliance. Advance other MS maturities as well.
2. Plan and execute an FRA Board of Directors review of up to three MSs before the end of FY2015.
3. Complete the relevant FY2015 PEMP Notable Outcomes and provide a basis of evidence to DOE (OHEP and FSO). (PEMP Obj 2.2, Obj 6.4)

As early as reasonably possible, but no later than the end of the calendar year:

4. Develop a risk management framework for the enterprise in synergy with other ongoing efforts and provide a risk view organized by MS.
5. Complete the data structures to store and display MS Policies with interfaces organized by MS and other taxonomies.

By the end of the calendar year:

6. Define the end state for a mature MS, updating the 2012 "End State" document, and measure the state of progress for each MS. Collect and display the results in the "maturity matrix" format to show progress since the end of CY 2014.

The work on these objectives will take place within each Management System and in the Assurance Council.

3.1. Connections With Other Projects

It has been agreed with the FermiDash project sponsor and project manager that the four Management Systems mentioned in our Objective #1 will receive priority scheduling if they have performance indicators and metrics defined by some date to be agreed upon.

4. Project Deliverables

Successful completion of this project will provide an enhanced CAS that is visibly in use through an actively referenced Sharepoint site; a complete toolbox of MS descriptions, referenced/indexed policies, and performance dashboards related to the highest-priority MSs; and a system for identifying, monitoring, and managing risks.

5. Project Customers

The customers for this project are the contract holder FRA, senior laboratory management, and the DOE.

6. Project Stakeholders

Stakeholders are Management System owners, all laboratory personnel who carry out assurance activities, and those performing the work being monitored by those activities.

7. Project Time Frame

The project will complete primary deliverables by the end of FY2015 with some closeout and commissioning activities extending until the end of CY2015.

8. Project Budget

CS Activity Name:	PERFORMANCE MANAGEMENT - Project - CAS Implementation		
FTL Identifier:	CS-07732		
Task Code:	50.03.10.02		
	FY15	**FY16**	**Total**
OCIO (FTE-year)	0.3	0.2	0.5
CCD	0.1	0.05	0.15
MSOs & staff	3.0	1.0	4.0
M&S ($K)	5	0	5

Notes:

- Only Computing personnel will report time to the FTL code shown above.
- This approximate budget includes the Risk Registry subproject.
- There's a project risk that we may need to request more effort from CCD to assist with the Risk Registry, primarily in the SharePoint area.

9. Project Acceptance Criteria

This project will be considered complete when the following conditions have been met:

1. All work items in the project plan have been completed or have been removed from the scope of this project with the sponsor's approval.
2. Documentation has been provided for CAS progress to be evaluated by the next CAS review. (This may occur before this project is complete.)

10.Flexibility Matrix

	Most Critical (Inflexible)	Moderately Critical (Adaptable/Negotiable)	Least Critical (Accepting/Will Concede)
SCOPE		X	
SCHEDULE	X		
RESOURCES			X

11.Project Organization

11.1. Project Team

Project Sponsor: Tim Meyer, COO

Project Manager: Matt Crawford

Technical Lead: TBD

Service Owner: Tim Meyer, COO

Project Team: MSOs, IPPM

Steering Committee: Tim Meyer, COO (Chair), Assurance Council

Management Advisory Team: Tim Meyer, COO (Chair), Assurance Council

11.2. Responsibilities

The Project Sponsor is responsible for obtaining Assurance Council and MSO support and commitment of their time and effort to the project; setting scope and providing guidance to the Project Manager and Technical Lead; and addressing obstacles, issues and concerns.

The Project Manager is responsible for the project achieving its objectives. The Project Manager is primarily responsible for:

- Preparing and maintaining project management artifacts such as the charter, budget, schedule, status reports, and lessons learned.
- Coordinating project work activities

- Monitoring and reporting on progress against plans. This also includes:
  - Developing the project plan and all related component plans;
  - Keeping the project on track in terms of schedule and budget
  - Identifying, monitoring, and responding to risk
  - Keeping the sponsor informed about contributions needed from the AC or MSOs.
  - Providing accurate and timely reporting of project metrics.
- Non-technical requirements and specifications, and related non-technical documentation
- Non-technical decisions in the project
- Supporting reviews of CAS.

The Technical Lead directs the technical work necessary to design, develop, implement, test, and deliver the Risk Registry and SharePoint sites that support CAS. The Technical Lead is primarily responsible for:

- Technical requirements, specifications, and design documentation
- Insuring that the technical design meets the technical requirements and specifications
- Service Management topics, including ITSM Service Design and Change Management, working with the service owner.
- Technical decisions in the project
- Directing the technical work performed by the project team

Project Team members are responsible for:

- Reviewing and understanding the tasks assigned to them
- Meeting the due dates of tasks as assigned
- Communicating the status of assigned items
- Communicating any issues that have a potential to impact progress

The Steering Committee is responsible for monitoring the progress of the project; assisting in the resolution of risks, issues and concerns, and providing guidance and advice to the Project Sponsor and Project Manager. Many members of the Steering Committee also have responsibilities for their Management Systems.

12. Project Reports

The Project Manager will report status to the Project Sponsor(s) via weekly written status reports. Status meetings will be arranged on an as-needed basis.

The Project Team will meet on a weekly basis to discuss project status, review progress against milestones and deliverables, and discuss risks, issues and concerns.

The Steering Committee will review project progress and risks, and address issues and concerns as needed during the established Assurance Council meetings.